



## PRIVACY STATEMENT

### For processing of personal data collected via the EACEA Mobility Database

The Education, Audiovisual and Culture Executive Agency (hereinafter 'the Agency') is committed to preserving the privacy of natural persons participating in grant award procedures. As the management of the mobility projects will require the recording and further processing of personal data in the EACEA Mobility Database<sup>1</sup> by the project beneficiaries, all personal data are dealt with in accordance with Regulation (EC) No 45/2001 on the protection of personal data by the Community institutions and bodies<sup>2</sup>.

Regarding the collection and processing of personal data, the project beneficiaries have been instructed to inform the persons participating in mobility about the database and give reference to this document.

The following Privacy statement outlines the policies by which the EACEA collects, manages and uses the personal data in the context of managing mobility projects.

#### 1. Who is responsible for collecting and processing of personal data (data controller)?

The data controller is the Education, Audiovisual and Culture Executive Agency, Avenue du Bourget 1, J59, BE-1049 Brussels.

Persons designated as being in charge of the processing operation:

- The Head of Unit A3 - Erasmus+: Higher Education - Erasmus Mundus Joint Master Degrees  
[EACEA-EPLUS-EMJMD@ec.europa.eu](mailto:EACEA-EPLUS-EMJMD@ec.europa.eu)
- The Head of Unit A4 - Erasmus+: Higher Education – International Capacity Building  
[EACEA-EPLUS-CBHE-PROJECTS@ec.europa.eu](mailto:EACEA-EPLUS-CBHE-PROJECTS@ec.europa.eu)

#### 2. What personal data are processed?

Personal data processed concern the persons who participate in mobility projects in the context of the programmes managed by the EACEA. The mobility flows are registered in the Mobility database. Some data may be mandatory<sup>3</sup> and some data may be optional.

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<sup>1</sup> <https://eacea.ec.europa.eu/mobility/index.cfm>

<sup>2</sup> [Regulation \(EC\) No 45/2001](#) of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data, OJ L8 of 12.1.2001, p. 1.

<sup>3</sup> The mandatory fields are marked with an asterisk (\*) and are to be filled in before registering a person in the database.

The personal data processed via the Mobility database are:

- **Personal and contact information, such as:** family name\*, first name\*, address, postal code, city of residence, country of residence\*, nationality\*, email\*, phone, life partner (only Yes/No), children (number), gender (Male/Female/Undefined)\*, year of birth\*, special needs (only Yes/No), disadvantaged background (only Yes/No), status of vulnerable situation (Refugee/Asylum beneficiary, Unjustified expulsion, Indigenous population)<sup>4</sup>.
- **Data related to the course and scholarship/fellowship, such as:** course title\*, category of scholarship\*, academic ranking\*, subject of study/research topic, type of person (student/scholar/guest lecturer/staff/doctoral candidate/post-doctoral)\*, type of contract (stipend/employment contract), type of fellowship (laboratory based or not), , seniority of Staff (Junior, Intermediate, Senior), Staff profile (Managers, Teachers, Trainers/Researchers, Technicians, Administrative support Staff), institution delivering previous degree\*, university of origin\*, country of university of origin\*, hosting institutions\*, arrival date in hosting institution\*, departure date from hosting institution.

In addition, during the mobility phase, consortia are requested to report to the Agency on:

- The number of payments
- The amounts received by recipients
- The number of ECTS acquired
- Graduation date
- Name of degree(s) obtained
- Type of degree
- Mobility data (time periods spent in each institution and type of activity)

### **3. For what purpose do we process your data?**

The processing of personal data by the system is necessary for:

- The efficient management of the projects by the Agency, in particular for the financial follow-up and monitoring of the grant agreements;
- Statistics which feed into the political priority setting and policy initiatives taken by the Commission and may be published on the Agency's website. The Agency will prepare statistical information that only contains anonymous information on the individuals included (such as nationality and gender);
- Specific activities linked to the implementation of the programmes (e.g. the support to students' visa requests or the organisation of pre-departure briefings). For this purpose a limited set of information about the individuals included (such as name, nationality, gender and email address) may be provided to the European Commission services, the EU Delegations, the Erasmus+ National Agencies and National Erasmus + Offices;
- The support of the Erasmus Mundus Students and Alumni Association (EMA). For this purpose a limited set of information about the individuals included (such as names, nationality, gender and email address) may be transferred to the European Commission or directly provided to EMA.

### **4. Who has access to your personal data and to whom may it be disclosed?**

For the purposes detailed above, access to personal data is given to the following recipients:

- Education, Audiovisual and Culture Executive Agency staff

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<sup>4</sup> Applicable only to Erasmus Mundus Action 2.

- European Commission and European External Action Service staff
- Consortium/partnership benefiting from the grant and/or managing the scholarships/fellowships: data of the participants in their projects
- Erasmus+ National Agencies: a limited set of information (such as name, nationality, gender and email address)
- National Erasmus+ Offices: a limited set of information (such as name, nationality, gender and email address)
- African Union Commission<sup>5</sup> and ACP Secretariat<sup>6</sup>: a limited set of information (such as name, nationality, gender and email address)
- Erasmus Mundus Students and Alumni Association: a limited set of information (such as name, nationality, gender and email address)
- In case of control or dispute, the bodies charged with a monitoring or inspection task in application of Union law (e.g. Internal Audit Service, European Commission, OLAF, EU Courts etc.).

No personal data is transmitted to parties which are outside the recipients and the legal framework mentioned. The EACEA will not share personal data with third parties for direct marketing.

## **5. How do we protect and safeguard your information?**

The collected personal data and all related information are stored on the premises of the EACEA and on servers of a computer centre of the EACEA. The EACEA premises and operations of all computer centres abide by the Commission's security decisions and provisions established by the Security Directorate of Directorate General Human Resources and Security.

## **6. How can you exercise your rights, such as the right of access and rectification of data concerning you?**

For the exercise of your rights, such as the right of access and the right to rectify any inaccurate or incomplete personal data, please contact the above mentioned controller by explicitly specifying your request.

## **7. How long do we keep your personal data?**

Personal data should stay in the system during the lifetime of the programme and the reporting for projects linked to this.

Your personal data are kept for the following periods<sup>7</sup>:

- Files relating to grant procedures, including personal data, are to be retained in the service in charge of the procedure until it is finalised, and in the archives for a period of 10 years after the closure of the grant agreement.
- Until the end of a possible audit, if started before the end of the above mentioned period.

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<sup>5</sup> Data encoded only for Intra-Africa Academic Mobility Scheme

<sup>6</sup> Data encoded only for Intra-ACP Academic Mobility Scheme

<sup>7</sup>In line with Commission-Level Retention List for European Commission Files SEC(2012)713), Annex 1, points 7.1.2 and 7.1.3.

- After the period mentioned above has elapsed, the files containing personal data are sampled to be sent to the historical archives of the Commission for further conservation. The non-sampled files are destroyed.

## **8. Your right to have recourse in case of conflict on any personal data issue**

In case of conflict on any personal data protection issue you can address yourself to the Controller at the above mentioned addresses and functional mailboxes. You can also contact EACEA's Data Protection Officer at the following email address: [eacea-data-protection@ec.europa.eu](mailto:eacea-data-protection@ec.europa.eu).

You may lodge a complaint with the European Data Protection Supervisor at any time (website <http://www.edps.europa.eu>; e-mail: [edps@edps.europa.eu](mailto:edps@edps.europa.eu)).

## **9. Legal bases of the processing**

Commission Implementation Decision (2013/776/EU) of 19 December 2013 establishing the 'Education, Audiovisual and Culture Executive Agency' and repealing Decision 2009/336/EC.

Commission Decision C(2013) 9189 of 18.12.2013 delegating powers to the Education, Audiovisual and Culture Executive Agency with a view to performance of tasks linked to the implementation of Union programmes in the field of education, audiovisual and culture comprising, in particular, implementation of appropriations entered in the general budget of the Union and of the EDF allocations as last amended by the Commission Décision C(2016)1851 of 31.3.2016.

Regulation (EU, Euratom) N° 966/2012 of the European Parliament and of the Council of 25.10.2012 on the financial rules applicable to the general budget of the Union (OJ L298 of 26.10.2012) as amended by Council Regulation (EU, Euratom) 547/2014 (OJ L163 of 29.05.2014) and Council Regulation (EU, Euratom) 2015/1929 (OJ L286 of 30.10.2015).

Commission Delegated Regulation (EU) N° 1268/2012 of 29.10.2012 on the rules of application of Regulation (EU, Euratom) N° 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union (OJ L362 of 31.12.2012) as amended by Commission delegated Regulation (EU) N° 2015/2462 (OJ L342 of 29.12.2015).

Decision No 1298/2008/EC of the European Parliament and of the Council of 16 December 2008 establishing the Erasmus Mundus 2009-2013 action programme for the enhancement of quality in higher education and the promotion of intercultural understanding through cooperation with third countries (OJ L 340, 19/12/2008).

Council Decision 2006/910/EC (OJ L 346 of 9 December 2006) between the European Community and the United States of America renewing the 2000 Cooperation programme in higher education and vocational education and training originally established under the 1995 Agreement Between the European Community and the United States of America establishing a Cooperation Programme in Higher Education and Vocational Education and Training.

Council Decision 2006/964/EC of 18<sup>h</sup> December 2006 (OJ L 397 of 30 December 2006) on the conclusion of the Agreement between the European Community and the Government of Canada establishing a framework for cooperation in higher education, training and youth.

Council Regulation (EC) No 1934/2006 of 21 December 2006 (OJ L 405/41 of 30 December 2006) establishing a financing instrument for cooperation with industrialised and other high-income countries and territories.

Commission Decision of 22/12/2010 on the Annual Action Programme 2010 in favour of Intra-ACP Cooperation to be financed from the 10th European Development Fund (C(2010) 7243 final)

Regulation (EU) N° 1288/2013 of the European Parliament and of the Council of 11.12.2013 establishing 'Erasmus+': the Union programme for education, training, youth and sport (OJ L347, of 20.12.2013, p. 50).

Commission implementing Decision C(2015) 7705, of 13 November 2015 on the Annual Action Programme 2015 for the Pan-African Programme to be financed from the general budget of the European Union, Annex 5.

Commission implementing Decision C(2016) 4513, of 19 July 2016, on the Annual Action Programme 2016 for the Pan-African Programme to be financed from the general budget of the European Union, Annex 1.